



Week ending issue: September 2, 2016– Issue #305

Policy

Policy from the WIC State Program Certification Policy and Procedure Manual – Policy 215.12 Precertification of Priority II Infants, Requirements for Using Referral Data

A memorandum of understanding (MOU) must be developed between the referral agency and local WIC Program before precertification using referral data can be implemented. This MOU must specify, at a minimum, the following:

- Required training for agency staff involved in the project,
- Identification of referral agency staff who will be involved,
- The role of each organization,
- The processing time frames for faxed data forms,
- Confidentiality issues,
- How the agreement may be modified, and
- Termination rights of both parties.

Note: A sample agreement is included in this policy on pages 15-16. The state WIC office must approve any agreements before precertification procedures can be implemented.

The referral agency must designate staff to:

- Assess potential eligibility for WIC services;
- Collect demographic and health data on a standard form provided by WIC;
- Document proof of income, identity and address;
- Provide basic information about how to use the eWIC card;
- Fax the form to the local WIC Program;
- Store the completed forms in a confidential manner until mailed to the local WIC Program;
- and
- Provide breastfeeding information and support.

Note: Staff must provide information about where applicants can complete the application process if they cannot document proof of income.

The local WIC Program will:

- Provide training,

- Determine the next step for referral agencies when they cannot or do not document proof of income,
- Review the data provided by referral agency,
- Determine the eligibility status of the applicant,
- Issue food benefits to those found eligible, and
- Provide breastfeeding support.

The training provided for the referral agency staff by local WIC staff must address the following topics:

- Overall goals of precertification,
- Data collection,
- How applicants can complete the application process if proof of income is not available,
- Breastfeeding promotion and support (including limited formula issuance in the first month and community resources),
- Confidentiality,
- How to use the eWIC card,
- Your Rights and Responsibilities as a WIC Participant, and
- Basic information about the WIC Program.

Note: Local WIC agencies are strongly encouraged to share copies of print nutrition education materials about formula-feeding and breastfeeding in the early weeks with the referral agency. If the referral agency would like to distribute these materials to the mothers of pre-certified infants, the local WIC agency can provide copies.

Thank you of the Week

"WIC is a very helpful program especially to single mothers. I have to say that my baby was a premature baby and with all the great nutrition WIC provides she is a healthy big baby now. I don't know how I would make it without WIC and I know there is a lot moms agree."

Participant Centered Services:

When was the last time your agency collected feedback from your clients? If it's been a year or more it's time to.....



Participant Centered Services

Save the Date

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eWIC/Focus Update

Dates to Remember/Training

September:

- NETC Webinar (All New Staff) – September 15, 8:30-11:30 a.m.
- NETC Webinar (Health Professional) – September 22, 8:30-11:30 a.m.
- NETC Webinar (Support Staff) – September 29, 8:30-11:30 a.m.

October:

- Communication and Rapport Workshop – October 26th

November:

- NETC Webinar (All New Staff) – November 10, 8:30-11:30 a.m.
- NETC Webinar (Health Professional) – November 16, 8:30-11:30 a.m.
- NETC Webinar (Support Staff) – November 17, 8:30-11:30 a.m.

Available Formula

Product	Quantity	Expiration Date	Agency	Contact
Keto cal. 3:1, 11 oz. Unflavored Powder	8 containers	9-4-16	HACAP	Angela Munson 319-366-7632
Pediasure 1.0	1 case	11-16-16	HACAP	Angela Munson 319-366-7632
Ketocal 4.1 (vanilla)	1 case	9-9-16	HACAP	Angela Munson 319-366-7632
Tolerex formula	7 boxes w/ 6 pkts each plus 2 pkts	2/17	HACAP	Angela Munson 319-366-7632
RTU Neosure	26 containers	9-1-17	Upper Des Moines Opportunity	Tammy Chapman, RD, LD 712-859-3885, Ext. 110
RCF Concentrate	11 cans	5/2017	Webster County WIC	Kathy Josten, LD, CBE 515-573-4107
Therapeutic Pediasure	68 - 8oz cans		North Iowa	Carla Miller, LBSW

Product	Quantity	Expiration Date	Agency	Contact
1.5 cal. per ml 350 calorie			Community Action	(641)423-5044 ext. 24
Alfamino Infant 14.1 oz powder	3 containers	5/28/17	Pottawattamie County WIC	Kristine Wood, MS, RDN, LD 712-328-5886

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- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights 1400
Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

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